



# CITY OF HOUSTON

## Job Posting

**Applications accepted from:**

**All PERSONS INTERESTED**

**Job Classification**  
**Posting Number**  
**Department**  
**Division**  
**Section**

**Senior Imaging Technician**  
**PN#109912**  
**Finance and Administration**  
**Administrative Services**  
**Records Management Office**  
**Imaging Section**  
**611 Walker, 1<sup>st</sup> Floor, Rusk Annex**  
**Mon – Fri, 7:30am – 4:30pm\***

**Reporting Location**  
**Workdays & Hours**

*\*Subject to change*

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Operates a production scanner in a network environment. Scans documents, performs checks for accuracy and makes corrections as needed. Performs document imaging functions, such as document preparation and exporting data. Uses software applications to format images, transfer images and create CD-ROMs. Compiles indexes to scanned images. Maintains logs of jobs and image production.

Performs Records Management database research and data entry as needed. Provides back-up support to the Communications Coordinator.

Performs administrative support duties and provides back-up support to the Office Supervisor when needed.

**WORKING CONDITIONS**

Position is physically comfortable. Position requires stooping or bending. Routine lifting is required, such as records storage boxes; weight could be as heavy as 50 lbs.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or a GED.

**MINIMUM EXPERIENCE REQUIREMENTS**

One year of duplication/imaging related experience is required.

**MINIMUM LICENSE REQUIREMENTS**

None.

**PREFERENCES**

Demonstrated experience using computer applications such as MS Word, MS Excel, MS Outlook, dBase and other software related to electronic imaging and scanning. Experience with scanners and scanning equipment. Able to demonstrate effective customer service techniques.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 13**  
\$824 – 1,154 Biweekly \$21,424 – 30,004 Annually

**OPENING DATE**

April 19, 2006

**CLOSING DATE**

April 25, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **For application status inquiries, please call (713) 837-9249.** All new and re-hires must pass a pre-employment drug test and are subject to a physical examination and verification of information is provided. **TDD (Telephone Device for the Deaf) is (713) 837-9471.**

**An equal opportunity employer**